Job Training Assistance

CDBG-CV





Ideal Process

- 1. Community passes Job Training Resolution
- 2. Community/organization completes Placement Plan with an estimated number of individuals to be assisted and tracking plan.
- As the program begins, the community/organization tracks trainees participating in the program with LMI Beneficiary Tracker (like with other CV activities).
- After graduation, trainees are followed up with every six (6) months and thereafter pursuant to training program. Progress is tracked with the **Job Tracking Log** (not the LMI tracker).
- 5. Number of trainees participating is documented in QPR (information pulled from LMI Tracker).
- 6. **Job Tracking Log** and **LMI Tracker** are required uploads of QPR. Community or organization can combine the two spreadsheets if needed.

Job Training Resolution

- Additional Questions on Page 2
- Instructions on pages 3-4
- Documents adapted from CDBG EDIF

RESOLUTION NO
A RESOLUTION REQUIRING JOB TRACKING DATA AS A CONDITION OF THE USE BY (SUB-RECIPIENT) UTILIZING JOB TRAINING PROGRAMS FUNDED WITH THE COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS FUNDING IDENTIFIED AS PROJECT # THE TIME PERIOD FOR SAID RESOLUTION SHALL COVER THE TIME PERIOD FOR (SUBRECIPIENT) FROM TO, OR UNTIL ALL BENEFICIARIES FROM THE JOB TRAINING HAVE BEEN TRACKED FOR AT LEAST A MINIMUM OF THREE YEARS AFTER THE PROJECT HAS BEEN CLOSED OUT.
BE IT ORDAINED BY THE BOARD OF THE CITY/COUNTYOKLAHOMA:
SECTION I: It shall be required that the subrecipient or any subcontractors of the subrecipient, or any other entities utilizing job training assistance funded with the Community Development Block Grant Coronavirus Funding shall as a condition of such use enter into an agreement to provide job tracking data to Oklahoma Department of Commerce beginning on(date) that the state awarded the CDBG-CV funds to the (subrecipient) and ending when all job training beneficiaries have been tracked for at least a minimum of three years after the project has been closed out.
Section II: If any section subsection sentence clause or phrase of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate distinct and independent provision in such holdings shall not affect the validity of the remaining portions of this ordinance
PASSED AND APPROVED by the this Day of

Placement Goals

- Additional Questions on Page 2
- Instructions on pages 3-4

Job Training Placement Goals

ODOC Date of Approval		
Subrecipient:		
CDBG Contract No.		
CDBG Contract Period: From To		
I. JOB CLASSIFICATION	Full-Time Equivalency (e.g., 1.0 FTE)	Job Description
Total Full-Time Equivalencies		
Number of Full-Time Equivalencies Planned for Low- and Moderate-Income Beneficiaries		
Percent of Full-Time Equivalencies Planned for Low- and Moderate-Income Beneficiaries		

II. JOB PLACEMENT	Number
Total Beneficiaries to Participate in Training	
2. Total Beneficiaries to be Placed in Jobs	
3. Low- and Moderate- Income Beneficiaries Placed in Jobs	
4. Percentage of Low- and Moderate-Income Beneficiaries to be Placed in Jobs (Line 3 divided by Line 2)	

III. POST-TRAINING PERFORMANCE (ODOC ONLY)	Months
1. Amount of Time Beneficiaries will be Tracked	36
2. Beneficiary Follow-Up Interval	6

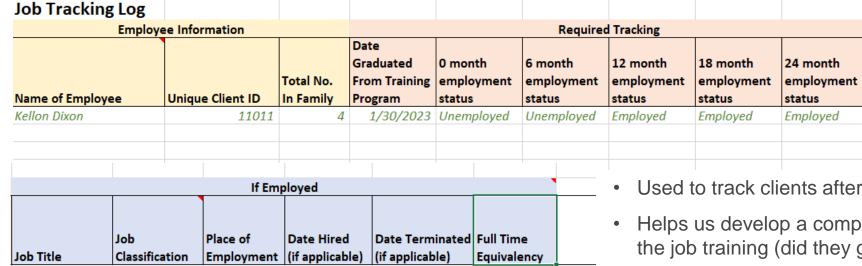
Income verification must be maintained on file for each low- and moderate-income person claimed.

LMI Beneficiary Tracker

Client Details						Assistance Details								COVID Eligibility Certification							
Purchase Order	Client Name or Initials or Identification #	# in househ old	Client Address	Client Zip Code	9 1	Type of Assistan ce:	\$ Monthly Payment	Total \$ Amount of Assistance Given (6 months maximum)	Assistance Paid to:	Address to Mail Assistance Payment	Date of Assistanc e Applicatio n	Date Assistanc e Paid	Client Addres s Vithin Target Service Area? Y or N	Duplication of Benefits: Were other sources of assistance were available? Y or N	Vithin Target Service Area? Y or N	CDBG LMI Eligible? < 80% MHI Y or N	Race (see categories below)	below)	Narrative – Economic impact due to COVID	Intake Staff Name	Approving Supervisor (if applicable)
20-000000	123	4	123 Flock Lane, Olympia	98502	N	Rent	\$ 1,000.00	* 3,000.00	ABC Apartments	1111 Main St. Olympia, 98502	6/2/2020	613012020	<i>y</i> .	N	y	y	Asian	Not Hispanic or Latino	reduced due to COVID, they still did to-go orders, so it didn't stop entirely, but was reduced by half.	Anne Shirley	Mary Smith 5/30/20
					+																
Total # of Unique Households:	0																Racial Categorie s	Ethnic Categorie s			
# of Rental Beneficiaries (Households): Total # Rental	0																	Hispanic or Latino			
Total # Rental beneficiaries (persons):	0																	Not Hispanic or Latino			

- Some information is not relevant to job training and can be left out (e.g., monthly payment)
- Essential information: income, race/ethnicity, COVID tieback, unique ID (e.g., name, ID number)
- Used to track beneficiaries as they enter the program
- Submitted with Advance Requests and QPR

Job Tracking Log



12/1/2024

1.00

1/15/2024

- Used to track clients after graduating from the program.
- Helps us develop a comprehensive report of the success of the job training (did they get a job and did they keep it?)

30 month

status

employment

Unemployed

36 month

status

employment

Unemployed Cashier

Job Title

- Must be submitted with QPR (not required for advance)
- Name/ID should match LMI Tracker

4. Sales

Loves

Cashier

Questions or Feedback?



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